



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES PACIFIC FLEET
BOX 357051
SAN DIEGO, CALIFORNIA 92135-7051

COMNAVAIRPACINST 1616.1A
NAVAIRPAC N01J

SEP 27 1999

COMNAVAIRPAC INSTRUCTION 1616.1A

Subj: PROCEDURES FOR THE ADMINISTRATION OF EXTRA MILITARY INSTRUCTION (EMI)

Ref: (a) Manual for Courts-Martial, 1998
(b) JAGMAN Section 103

Encl: (1) Assignment of Extra Military Instruction (EMI) Form

1. Purpose. To promulgate procedures, guidance and responsibilities for the administration of EMI for members of the COMNAVAIRPAC staff. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRPACINST 1616.1

3. Background. EMI is a non-punitive measure sanctioned by references (a) and (b).

4. Definition. EMI is defined as instruction in a phase of military duty in which an individual is deficient, and is intended for and directed towards the correction of that deficiency. It is a legitimate training technique for improving the efficiency of an individual within a command or unit through the correction of some clear deficiency in that individual's performance of duty. It may be assigned only if genuinely intended to accomplish that result. It is not to be used as a substitute for judicial (courts-martial) action or Nonjudicial Punishment (NJP), and must be logically related to the deficiency in performance for which it was assigned.

5. Implementation. EMI within COMNAVAIRPAC shall be administered under the following guidelines:

- a. EMI normally shall not be conducted for more than two hours per day.
- b. EMI may be conducted at a reasonable time outside normal working hours. Reserve component personnel on active duty for training, however, may not be required to perform EMI outside normal periods of training.
- c. EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency for which it was assigned.
- d. EMI shall not be conducted on the member's Sabbath.
- e. EMI will not be used for the purpose of depriving the member of normal liberty. A member who is entitled to liberty may begin normal liberty upon completion of EMI.
- f. Authority to assign EMI to be performed after normal working hours is vested in the Commander. Such authority may be delegated, as appropriate, to officers, CPOs and petty officers, in connection with duties and responsibilities assigned to them. The authority to assign/administer EMI is hereby delegated to officers and CPOs within their respective departments.

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g. Enclosure (1) shall be completed for every assignment of EMI.

6. Action

a. Department Heads shall:

(1) Monitor the administration of EMI within their respective departments.

(2) Ensure EMI assigned is logically related to the deficiency to be corrected.

(3) Ensure EMI is not used as punishment or to deprive a member of normal liberty.

b. Personnel assigning EMI shall ensure that the chain of command is informed of such assignment, enclosure (1).



R. A. DEAL
Chief of Staff

Distribution:
Limited Staff

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From: Division Officer/Chief Petty Officer
 To: Department Head

Subj: ASSIGNMENT OF EXTRA MILITARY INSTRUCTION (EMI)

Ref: (a) Manual for Courts-Martial, 1998
 (b) JAGMAN 0103
 (c) COMNAVAIRPACINST 1616.1A

1. Per references (a) through (c), I understand that EMI is instruction in military duty in an area in which an individual is deficient, and is intended and directed towards the correction of that deficiency. EMI is a non-punitive measure and is a legitimate training device intended to improve the command efficiency.

2. I have assigned EMI to _____.
 (Rate/Name/Code)

3. The EMI to be performed is _____

in order to correct the following deficiency: _____

4. The EMI will be performed on the following dates and times:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

5. You, _____
 (Person to Perform EMI)

will muster with _____
 (Supervising Petty Officer)

6. I, _____
 (Person to Perform EMI)

fully understand the military duty that I am deficient in, and I understand the EMI to be performed.

Very respectfully,

 (Signature of Person to Perform EMI)

 (Signature of Division Officer/Chief Petty Officer)

Copy to:
 Chief of Staff
 Command Master Chief
 Force Judge Advocate
 Service Member

Enclosure (1)